

January 2016

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	1/1 - 1/15	Tuesday, January 05, 2016	1/15/2016
Secondary Payroll*	1/1 - 1/15	Monday, January 11, 2016	1/15/2016
Monthly Salaried	1/1 - 1/31	Friday, January 15, 2016	2/1/2016
Task Payments	1/1 - 1/31	Friday, January 15, 2016	2/1/2016
Stipend Payments	1/1 - 1/31	Friday, January 15, 2016	2/1/2016
Semi-Monthly Salaried	1/16 - 1/31	Friday, January 15, 2016	2/1/2016
Hourly (ePAR)	12/16 - 12/31	Tuesday, January 05, 2016	1/15/2016
Hourly (ePAR)	1/1 - 1/15	Friday, January 15, 2016	2/1/2016
Secondary Payroll*	1/1 - 1/31	Monday, January 25, 2016	2/1/2016
Supplemental*	1/1 - 1/31	Monday, February 01, 2016	2/5/2016

*Excludes Hourly (ePAR), see Time and Labor Deadlines Below

Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	12/1 - 12/15	Thursday, December 17, 2015	1/4/2016
Secondary Hourly	12/1 - 12/15	Not Scheduled	N/A
Supplemental*	12/1 - 12/15	Not Scheduled	N/A
Regular Hourly	12/16 - 12/31	Wednesday, January 06, 2016	1/15/2016
Secondary Hourly	12/16 - 12/31	Monday, January 11, 2016	1/15/2016
Regular Hourly	1/1 - 1/15	Wednesday, January 20, 2016	2/1/2016
Secondary Hourly	1/1 - 1/15	Monday, January 25, 2016	2/1/2016
Supplemental*	1/1 - 1/15	Monday, February 01, 2016	2/5/2016

*Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	1/1 - 1/31	Friday, February 12, 2016
Monthly & Semi Monthly	2/1 - 2/29	Friday, March 11, 2016

Deadline is for all time to be entered for salaried employees.

**The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*

Special Note: ePARs for reallocations must be submitted by 2/1 and approved by 2/5 for September 1, 2015 through February 29, 2016.